

**Gallup-McKinley County Animal Control Authority**  
**April 9<sup>th</sup>, 2019 Minutes**  
**City Council Chambers**

The Regular Meeting of the Gallup-McKinley County Animal Control Authority was called to order at 1:00 p.m. by Chairwoman Cherry Menapace.

Upon roll call, the following were present:

Cherry Menapace  
Dr. Oscar A. Palomo, MD  
Patty Holland  
Dorie Rowberry

Upon roll call, the following were absent:

Tommy Nelson

Presented to the Chairwoman and Authority Board Members for their approval were the minutes of the January 8<sup>th</sup>, 2019 meeting. Board Member Palomo motioned for approval of minutes as presented. Seconded by Board Member Rowberry. Motion Carried.

Upon roll call, the following votes were:

Dr. Oscar A. Palomo, MD (Yes)  
Dorie Rowberry (Yes)  
Patty Holland (Yes)

**ITEM ONE:** Nomination and election of the new Vice-Chairperson

Cosy Balok, Animal Control Coordinator explained how the Board was required to nominate and elect a new Vice-Chairperson due to Billy Moore vacating his position. If Chairwoman Menapace is unable to attend a meeting the Vice-Chairperson will step in to fulfill the chair responsibilities.

Chairwoman Menapace opened the floor for nominations.

Motion was made by Board Member Rowberry to nominate Board Member Palomo as the new Vice-Chairperson. Board Member Palomo stated that he would be unable to fill the Vice-Chairperson position because he has other commitments. The motion died for the lack of a second.

Motion was made by Board Member Palomo to nominate Board Member Rowberry as the new Vice-Chairperson. Seconded by Chairwoman Menapace. Motion Carried.

Upon roll call, the following votes were:

Dr. Oscar A. Palomo, MD (Yes)  
Cherry Menapace (Yes)  
Patty Holland (Yes)  
Dorie Rowberry (Yes)

**ITEM TWO:** Out-of-State travel request for the Animal Control Coordinator

Cosy Balok, Animal Control Coordinator began by explaining that one of the Board's duties was to approve out-of-state travel for Animal Control personnel. Cosy requested the Board's approval to attend the 2019 Animal Care Expo in New Orleans, Louisiana. The four (4) day training will be from Monday, April 15, 2019 to Thursday, April 18, 2019. She continued by explaining the curriculum and available classroom credits she would be able to receive by attending. There is also a class being offered that the mayor recommended she attend for building new animal shelter facilities. She reviewed the registration, lodging and meal costs with the Board whereas the Animal Control budget has sufficient funds to cover her trip. Cosy pointed out how she will be personally paying for her own airline ticket. If the travel request is approved she will depart from Gallup on Sunday, April 14, 2019 and return Thursday, April 18, 2019.

Chairwoman Menapace asked the Board Members if they had any questions.

Board Member Holland asked if what was included in the agenda packets was the same document that Maryann Ustick, City Manager approved. Nikki Lee, Madam Secretary explained that she was instructed by the Finance Department to change Cosy's travel forms from per diem to actual. That recent travel form was approved by Mrs. Ustick and that was the most recent copy included in the Board's agenda packets.

Motion was made by Board Member Palomo to approve the travel request. Seconded by Board Member Rowberry. Motion Carried.

Upon roll call, the following votes were:

Dr. Oscar A. Palomo, MD (Yes)  
Dorie Rowberry (Yes)  
Patty Holland (Yes)

**ITEM THREE:** Quarterly Financial Report

Patty Holland, City of Gallup's Chief Financial Officer informed the Board Members that the Animal Control Quarterly Report (Page 3-1) included data from the first half of fiscal year 2019 (July to December 2018). She reminded the Board that because of the

timings of the meetings the quarterly reports were a little behind. Board Member Holland reviewed the Quarterly Report with the Board Members. She pointed out how the largest expenditures for Animal Control were payroll and professional services. Animal Control is right on track with six (6) months of spending anticipated for the year. Board Member Holland mentioned how there were a couple of budget modifications during the year such as, increasing the budget to purchase safety vests.

Motion was made by Board Member Palomo to accept the quarterly financial report. Seconded by Board Member Rowberry. Motion Carried.

Upon roll call, the following votes were:

Dr. Oscar A. Palomo, MD (Yes)

Dorie Rowberry (Yes)

Patty Holland (Yes)

#### **ITEM FOUR: FY 2020 Projected Budget**

Patty Holland, City of Gallup's Chief Financial Officer informed the Board Members that the Projected Budget (Page 4-1) was for the next fiscal year 2020, which begins on July 1, 2019. Board Member Holland explained that the far right hand column on Page 4-1 was the final dollar amount for each line item. She pointed out that those figures were not final, but wanted to present as an initial budget to the Board. Once the final budget is approved by City Council it will be brought back before the Board and then presented to the County Commission. Board Member Holland explained that the modifications in red (on Page 4-1) were the most recent changes agreed upon by the budget committee and department. As of today, the total budget proposed for fiscal year 2020 is \$656,921.00. If the Board approves that amount they will move forward with presenting to the City and County for final approvals. Board Member Holland added that there may be some payroll modifications in the future due to legislative changes.

Chairwoman Menapace asked the Board Members if they had any further questions.

Board Member Palomo asked if the current budget was similar to next year's budget. Board Member Holland explained that the modifications made for the current year were taken into consideration for the upcoming year. The year-end budget for the current year and next year are slightly different due to the decrease in budgets. Board Member Holland explained how the City's general fund was suffering a shortage where revenues are decreasing and expenditures are increasing. Therefore the City is requiring that all departments spend a bare minimum to work with a decreased budget.

Clyde (C.B.) Strain, Planning & Development Director asked Board Member Holland if the County was going to pay forty percent (40%) of the \$656,921 final budget for fiscal year 2020. Board Member Holland stated yes according to the Joint Powers Agreement (JPA) the County is responsible for paying the forty percent (40%). However, the County has not approved or accepted the fiscal year 2020 budget yet. She explained

how the projected budget was just a recommendation and hopefully the City and County both accept. C.B. asked what would happen if the County didn't accept the budget. Board Member Holland stated that it would depend on what the County's stance was whereas the Legal Department would have to get involved.

Motion was made by Board Member Palomo to accept the fiscal year 2020 projected budget. Seconded by Board Member Rowberry. Motion Carried.

Upon roll call, the following votes were:

Dr. Oscar A. Palomo, MD (Yes)

Dorie Rowberry (Yes)

Patty Holland (Yes)

**ITEM FIVE:** Recognition of newly appointed Board Member, Tommy Nelson

Being that the newly appointed Board Member, Tommy Nelson did not attend the meeting Chairwoman Menapace asked that he be recognized at the next Board meeting.

**Open Floor:**

Cosy Balok, Animal Control Coordinator wanted to inform the Board about her recent visit to the new Bernalillo County Animal Control Shelter facility. The mayor, C.B. and herself received a tour of the facility where they were able to obtain helpful information for building the new Gallup shelter. She went on to explain that it was a \$7.5 million dollar project where a 17,500 square foot building was built on 5 acres of land. Cosy pointed out how Bernalillo only handled about half the amount of animals that Gallup does on a yearly basis and they have more than double the amount of resources. She felt the walk-thru was very informative because they told them what they would have done differently such as, using different types of flooring, walls and layout designs. The Bernalillo County staff did talk to them about ways to save money and how they obtained state funding, bonds and non-profit donations.

Board Member Palomo asked Cosy if they would be visiting the Farmington Animal Shelter. Cosy stated that she would like to visit the Farmington and Grants shelters next.

Board Member Palomo asked if the Grants Animal Shelter worked with the Albuquerque office. Cosy stated yes; Grants mainly works with Albuquerque for their transports.

Motion was made by Board Member Palomo to adjourn meeting. Seconded by Board Member Rowberry. Motion Carried.

Upon roll call, the following votes were:

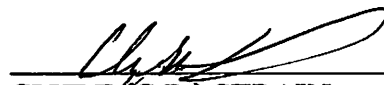
Dr. Oscar A. Palomo, MD (Yes)  
Dorie Rowberry (Yes)  
Patty Holland (Yes)

Authority Board meeting adjourned at 1:18 p.m.

GALLUP MCKINLEY COUNTY ANIMAL CONTROL AUTHORITY

  
\_\_\_\_\_  
for CHAIRWOMAN CHERRY MENAPACE

ATTEST:

  
\_\_\_\_\_  
CLYDE (C.B.) STRAIN  
SECRETARY TO GALLUP MCKINLEY COUNTY  
ANIMAL CONTROL AUTHORITY